



NCEA STUDENT HANDBOOK

Introduction

NCEA is New Zealand's national secondary school qualification and provides students with pathways to tertiary education and workplace training. This year you will be gaining qualifications through standards at NCEA Level 1, 2 or 3 in all subjects.

This booklet contains guidelines that will help you to achieve success this year. During the year, your teachers will be collecting evidence that shows that you have achieved the standards, so it is important that systems for assessment are consistent and fair.

It is also important that you are aware of your rights and responsibilities for assessment. The guidelines in this booklet apply to all assessments, whether formative or summative, internal or external. It is vital that you read this handbook carefully and with your parents / caregivers so that you are aware of your rights and responsibilities for assessments.

Students and their parents or caregivers are welcome to contact the Deputy Principal with responsibility for the Senior School and Principals Nominee (Mr Murphy), the Special Education Needs / Special Assessment Conditions Coordinator (Mrs. Holst), kaitiaki, kaiārahi or subject teacher at any time if they wish to discuss issues with respect to assessment.

Anthony Murphy
Deputy Principal
Principal's Nominee

Overview of Standards Based Assessment

NCEA is a standards-based qualification. This means that standards of performance have been established for all work completed by you, the student. Generally, a subject, (for example, History) is divided into 5 or 6 standards, representing particular contexts, skills or pieces of knowledge.

Achievement Standards and Unit Standards

There are two types of standards: Achievement Standards and Unit Standards.

Achievement Standards are either internally assessed by teachers at the College or externally assessed at the end of year in the NCEA examinations. In most subjects your learning will be assessed using a combination of these methods. The grades are as follows:

Not Achieved N

Achieved A

Merit M

Excellence E

Unit standards are internally assessed. If you reach the required standard of performance and achieve the standard, you will be awarded an Achieved grade. If you do not achieve the required standard, you will receive a Not Achieved grade. There are some unit standards which are graded Not Achieved, Achieved, Merit and Excellence. Unit standards do not count towards UE.

Achievement Standards are worth a set number of credits, e.g. 4 credits. *The level of achievement of the standard does not change the number of credits for that particular standard.*

Internal and External Assessment

Internal assessment could be assessment of a portfolio or an essay. All details are explained in the task handed out to you by your subject teacher. Internal assessment work is marked by the College and moderated within the College.

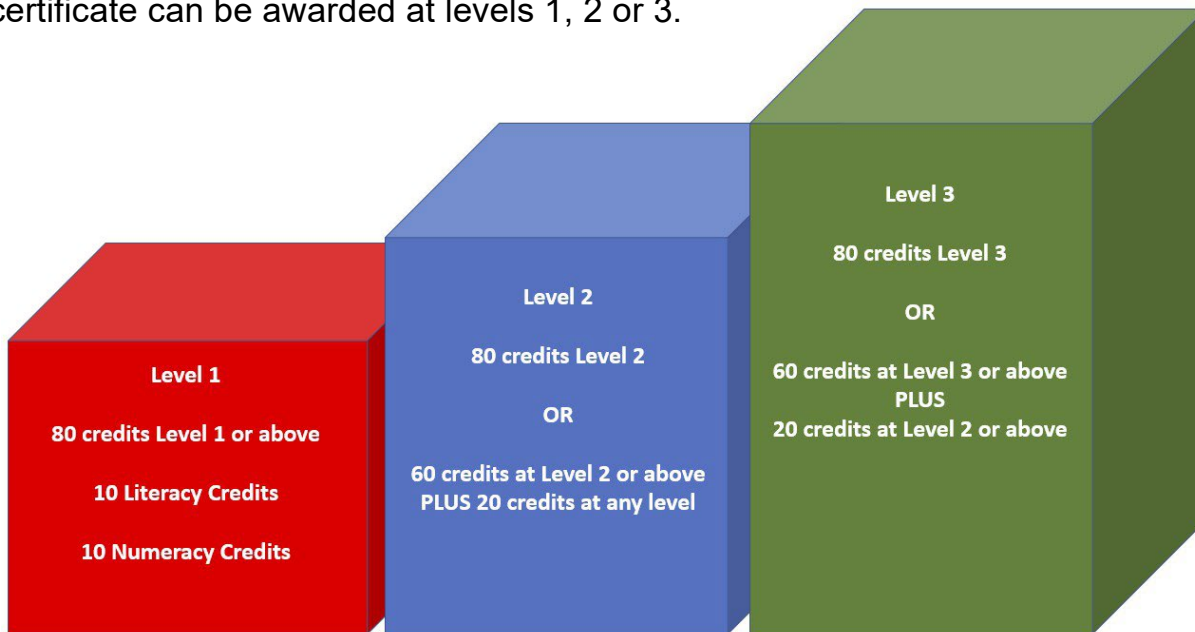
In contrast, external assessments involve sitting examination papers of achievement standards in November.

External assessments are marked by teachers who are employed by NZQA.

Standards are assessed and reported separately.

NCEA Certificates minimum requirements

To gain NCEA certificates, you must reach a set total number of credits at each level, made up from Achievement Standards or Unit Standards or a mix of both. The NCEA certificate can be awarded at levels 1, 2 or 3.



NCEA Level 1, 2 or 3 Certificate of Endorsement

Endorsement Awards show on your student Record of Achievement

Level 1 NCEA Endorsement

NCEA Level 1 Endorsement with Excellence = 50 L1 credits at Excellence.

NCEA Level 1 Endorsement with Merit = 50 L1 credits of a mix of Excellence or Merit.

Level 2 NCEA Endorsement

NCEA Level 2 Endorsement with Excellence = 50 L2 credits at Excellence.

NCEA Level 2 Endorsement with Merit = 50 L2 credits Mixture of Excellence or Merit.

Level 3 NCEA Endorsement

NCEA Level 3 Endorsement with Excellence = 50 L3 credits at Excellence.

NCEA Level 3 Endorsement with Merit = 50 L3 credits Mixture of Excellence or Merit.

NCEA Subject/Course Endorsement

To demonstrate students are competent in both forms of assessment, students will gain endorsement for a course; if in a single school year, they achieve the following:

Excellence Endorsement: 14 or more Excellence credits. 3 credits must be from internally assessed standards and 3 credits must be from external assessment.

Merit Endorsement: 14 or more Merit and or Excellence credits. 3 credits must be from internally assessed standards and 3 credits must be from external assessment.

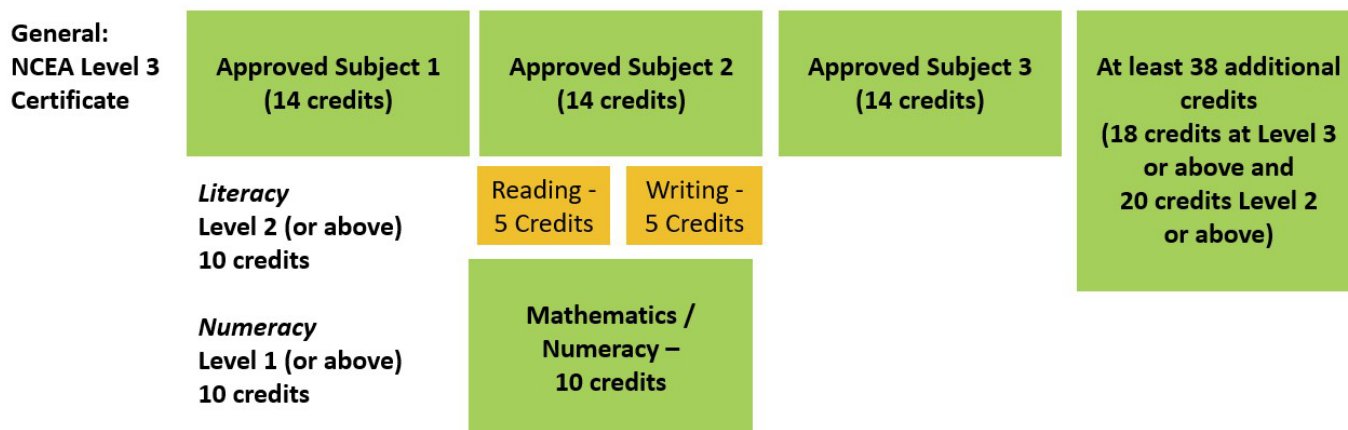
Achieved Endorsement: 14 or more Achieved, and or Merit and or Excellence credits. 3 credits must be from internally assessed standards and 3 credits must be from external assessment.

Exempted from this rule are internally assessed courses which include 14 or more internally assessed credits in Physical Education, Religious Studies or Level 3 Visual Arts. These courses will be endorsed:

- If 14 or more credits are achieved with Merit or Excellence from internally assessed Physical Education or Religious Studies standards.
- If 14 credits are achieved with Merit or Excellence from one of the externally assessed Level 3 Visual Arts standards or 14 or more credits are achieved with Merit or Excellence from internally assessed Level 3 Visual Arts standards.

Entrance to University, Polytechnic or Technical Degree Programmes

A person shall be qualified for entrance to a university in New Zealand if they have obtained NCEA Level 3 **plus** a minimum of 14 credits at NCEA Level 3 or higher, in each of three subjects from the Approved Subjects list for University Entrance (UE), **plus** a minimum of 10 credits at NCEA Level 1 or higher, in Mathematics/Pangarau or Numeracy, **plus** a minimum of 10 credits at NCEA Level 2 or higher which have been identified as UE Literacy Standards list.



Important!

The minimum may not be enough to qualify for your chosen degree course. You will need to check this with the Careers Department or contact your destination institution directly.

Some universities will rank you on your best 80 credits at level 3 or higher over a maximum of five approved subjects and a maximum of 24 credits per subject. For example: Excellence = 4 points; Merit = 3 points; Achieved = 2 points.

Results Information

For detailed information go to <https://www.nzqa.govt.nz/ncea/ncea-results/>

National Student Number (NSN)

All students have an NSN number. This is used as a personal identity number when you complete internal and external assessments for NCEA. Once you log onto NZQA <http://www.nzqa.govt.nz/login/> keep your password and username in a safe place.

Registering for Learner Login on the Web

Once you have received your NSN number you will be able to register on the NZQA website to receive your results, look at your Record of Achievement (ROA) and make a request for an official Record of Achievement (ROA). You may have one of these per year free of charge.

Scholarship Awards

New Zealand Scholarship will be offered for some Year 13 subjects. This is a monetary award to recognize top scholars throughout the country. It does not attract credits nor contribute towards a NCEA qualification. However, the fact that a student has gained a Scholarship will appear on their Record of Achievement (ROA).

Scholarship challenges the top students in each subject. Students can enter Scholarship subjects in Year 12 and Year 13.

Teachers offer scholarship tutorials during the year, and scholarship exams are included in the [NZQA Examination Timetable](#). Students can enter one or more scholarship examinations as well as complete their Level 3 Achievement Standards. There are awards available for students achieving Scholarship in three subject areas; however, these must be attained in each of the subject areas in the same year.

Single Subject Award - for students who achieve Scholarship in up to two subjects, a 'one off award' of \$500 per subject is offered.

Top Subject Award - for students who are top in one of the 27 Scholarship subjects. These students receive \$2,000 each year for three years, as long as the student maintains a 'B' grade average in tertiary study

Scholarship Award is given to students who achieve three Scholarship subjects. They receive \$2,000 each year for three years, as long as the student maintains a 'B' grade average in tertiary study.

Outstanding Scholar Award goes to the top 40-60 students who achieve three Scholarship subjects with at least two outstanding performances. They receive \$5,000 each year for three years, as long as the student maintains a 'B' grade average in tertiary study.

Premier Award is for the very top 5-10 students who achieve three Scholarships with outstanding performances. The Premier Award is \$10,000 each year for three years, as long as the student maintains a 'B' grade average in tertiary study.

NCEA Assessment Results Notice

In January, you can access a Results Notice which provides results for internal and external assessments from the previous year. These results are available on-line, but hard copies can be ordered before the 31 December of the year in which the results were obtained, through your secure NZQA login page.

NCEA or University Entrance (UE) Certificates

You are entitled to one free NCEA certificate and/or Record of Achievement. Any more copies will incur an extra fee. You can order online through your secure NZQA login page.

School Results Summary (SRS)

The SRS lists all the results for all the standards that a student attempted, including those Not Achieved. It also lists all the qualifications, endorsements and scholarships that you gained while at school, and has a summary of credits by course and by level. You must order any certificate or ROA through your secure NCEA online account. You can order them at any stage but only the first copy is free.

NCEA Results released to Universities and Polytechnics

In January, NZQA will send all NCEA Level 2, Level 3 and University Entrance results that have been authorised for release to all New Zealand Universities and some Polytechnics. This helps these institutions to process enrolments quickly.

Vocational Pathways

Vocational Pathways provide a clear framework for vocational options and improves the links between education decisions and future employment. Using this tool, students are able to map and plan towards a clear career goal whether that is in the workforce or moving towards further study.

By achieving enough credits from the standards recommended by the sector, you can have your NCEA endorsed by one or many vocational pathways. This makes it easier for employers to see if you have the strengths and abilities they are looking for. If you are aiming for a career in a sector, the pathway helps you to see which subjects and standards you should do to get to where you want to go. For most jobs or careers, you'll definitely need to further your education after school through tertiary study or training on the job.

There are six pathways which represent new ways to structure and achieve NCEA: Creative Industries, Primary Industries, Service Industries, Social and Community Services, Manufacturing and Technology, Construction and Infrastructure.

If you achieve a Vocational Pathway Level 2 award it will be shown as an endorsement on your record of achievement (ROA).



NCEA ASSESSMENT PROCESSES

Course Outline

You should have received a course outline in each of your subjects showing:

- The Unit/Achievement Standards offered and how many credits they are worth.
- How they are to be assessed and approximately when.
- If further reassessment opportunities are available for the standard.
- Whether or not the standard contributes toward numeracy or literacy.

Authenticity

All work completed on internally assessed standards is to be your own work. You will confirm this by signing an annual Edgecumbe College Authenticity form and handing it to your Kaiārahi. This form also needs to be signed by your parents.

You will also be asked to provide proof of your sources of information. If teachers have concerns, you may be interviewed to establish your understanding of the subject. If you submit a final piece of work that is judged not to be your own (i.e. plagiarised from other students, books or internet, in whole or in part), you will receive a 'Not Achieved' result. You may not be offered another opportunity for that assessment this year. The decision on the authenticity of work will be made by the teacher in consultation with the Head of Department and Deputy Principal with responsibility for the Senior School.

Academic Misconduct

Students who submit work that is not authentic will lose any credits they may have received for the assessment in question. Furthermore, those students who are involved in activities that compromise the authenticity of internal assessment work (i.e. you let someone copy your work) also risk losing any credits they have received for the assessment in question. Students will not be able to have further reassessment for the standard in question until the following year.

Please report any suspicions of academic misconduct immediately to the class teacher. If you fail to do so you may leave yourself open to an investigation of authenticity of the work in question.

Extension

If for reasons **outside your own or your family's control** (e.g. a tangi or illness) you are unable to submit evidence of learning by the set due date you may apply to your teacher for an Extension for Internally Assessed work. On the written application it must explain the reason for absence and include appropriate documentation, such as a Doctor's certificate or Tangi notice. It must also be signed by your parent / caregiver. If a new due date is agreed, it becomes the new deadline. **Extensions, (apart from exceptional cases) must be sought a minimum of 3 days before the due date.**

Late Submission

Where possible, arrange for someone to bring in your work. If you are absent for reasons beyond the control of you or your family such as illness or tangi, you can apply for the Late Submission Internally Assessed work on the day that you return to school. The written application must explain the reason for absence and include appropriate documentation, such as a Doctors certificate and signed by your parent/caregiver. If your application is accepted your work will be marked.

Further Assessment Opportunities/Reassessment

When a student has not provided evidence of achievement at any grade from previously assessed work, a maximum of one further opportunity for assessment that standard within a year will be offered.

A further assessment opportunity occurs when a new, quality-assured assessment is provided for students after their first opportunity and after further learning has taken place.

A maximum of one further opportunity for assessment means none or one. It does not mean one must be offered. It is the school's decision whether a further opportunity will be offered for any standard. When a further opportunity for assessment is offered to any student, it will be made available to all students entered for that standard, including those who did not complete the original assessment for an acceptable reason. This is regardless of their performance on the first opportunity. All students must be able to use the further opportunity to improve their original grade. Students must be awarded the highest grade they have achieved over both opportunities. If a student has not achieved the standard, they must have access to any grade from Not Achieved to Excellence when further evidence is gathered.

Carefully check course outlines given to you at the beginning of the course, to see which standards have no further assessment opportunities available e.g. EOTC trips.

Resubmission

A student may be offered a resubmission opportunity if their work is close to but does not reach an Achieved grade. The student must be able to correct errors or omissions in their work in a short period of time.

Resubmissions:

- must be limited to specific aspects of the assessment and no more than one resubmission may be provided
- must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible.
- will be closely supervised to manage authenticity
- may be offered only where a teacher judges that a mistake has been made by the student, which the student has been capable of discovering and correcting themselves.

For example, the student has handed in the assessment, but hasn't made a particular calculation correctly. In such cases, the teacher may consider it appropriate to allow a student to resubmit a specific part of the assessment. The amount of information a teacher provides to a student in identifying the error is important in this situation. In this case, the teacher might say "*your method is fine but there is a problem with your calculations....*" However, the teacher would not say, "*there is a problem with your use of brackets in this calculation.*"

The only change in grade boundary available for your resubmission is from 'Not Achieved' to 'Achieved.'

You will not be able to move from 'Not Achieved' to 'Merit' or 'Excellence'. 'Achieved' and 'Merit' grades are not entitled to a resubmission. This means the highest grade that can be awarded as a result of a resubmission of an internal assessment is limited to 'Achieved'.

What you need to do:

- Engage with the standard and task in detail right from the start. Clarify any points you are unsure of.
 - Delve into exemplars to understand the standard you will need to reach. Know the reasons why each was awarded the grade it was.
 - Engage with all the learning activities from the start. These are designed to develop the skills and understanding you need to achieve the standard.
 - Begin working on your planning as soon as you are able; resist leaving it all to the end. Meet all checkpoints for feedback/feedforward.
 - Pay careful attention to any feedback and think about what it means for your work.
 - Read your work several times and self-assess against the criteria.
- Internal assessment is all about you demonstrating what YOU can do, so ensure that you make the LEARNING count so that you have what you need to succeed.

Verifying Your Result

When your work is returned, check the marking with the teacher and sign the cover sheet to verify that you have seen/discussed the grade given. If you agree the grade given is a fair reflection of your submission, indicate this when you sign the cover sheet. If you do not feel the grade is fair, discuss this with the teacher and if still unhappy, the Head of Department. You need to do this within 5 school days of the marked work being returned. If the matter is not resolved, you can appeal the grade

Appeal of decisions

If you do not agree with a grade, or a declined application for an extension, submission of work that is late, special assessment condition or an authenticity ruling you may appeal the decision. You must discuss the issue with your class teacher and Head of the Department before you can make an appeal. See the Deputy Principal with responsibility for the Senior School for the NQF (*National Qualifications Framework*) Schools Appeal form.

Special Assessment Conditions

If you have a problem that will affect your ability to undertake an internally or externally assessed standard without help, you need to discuss this with your teacher. Your teacher may refer you to the school's SENCO teacher who will arrange for testing and support. Usually, the need for any special conditions, different to those of the rest of the class, would have been diagnosed and implemented in the Junior school. In the rare cases where the problem is only diagnosed in Year 11 or later, the request for special conditions must be made by the end of March of that year, to the SENCO teacher. The SENCO teacher will apply to NZQA for Special Assessment Conditions or SAC. Note: certain assessments exist where SAC provision is not appropriate or not allowed.

Special Assessment Conditions offered are:

Reader (R) assistance given in separate accommodations

Computer/Writer (C/W) assistance given in separate accommodations

Computer Only Notification (CO) using computer, separate accommodations

Separate Accommodation (SA)

Extra Writing Time (ET)

Enlarged Papers (EP)

Rest Breaks (RB)

Braille Paper (BP)

Special Paper (SP)

Supervisor who is capable of signing (SS). For deaf or hearing-impaired candidates.

Reader using sign-assisted English (SR) in separate accommodation for deaf or hearing-impaired candidates.

Derived Grade Process

If you are unable to sit a NCEA exam(s) in November due to illness on the day, you can apply for a Derived Grade (estimated grade) for the external Achievement Standard (exam) that you have missed. The illness must be assessed by a Doctor as part of the process and signed off on the Derived Grade Application form. This form can be obtained from the Principal's Nominee. The visit to the Doctor's must be within a short time of the missed exam for the application to be accepted.

A Derived Grade can also be applied for in exceptional circumstances where the absence from the exam(s) was beyond the control of you or your family, OR If circumstances occur in the period prior to your exam(s) which affect your ability to take the exam(s) or may affect your performance.

Contact the Principal's Nominee as soon as possible to be briefed on the process (preferably well before the exam, but no later than the final exam on the **Exam Timetable**).

The **Derived Grade (estimated grade)** is based on actual grades achieved in practice exams or mock exams during the year, in the standards applied for. **If there are no results / evidence, there can be no grade awarded.**

Storage of Internally Assessed Evidence

All work assessed at the school will be stored securely until results have been confirmed officially the following year (approximately the end of April). After this time, it will be disposed if not required for moderation processes, or as an exemplar, or students can request that it is returned to them. The request can be granted if returning the work does not compromise the future validity of the assessment task.

What should you do if. . .?

You have to complete work outside the classroom: see **Authenticity**

You copy someone else's work or allow another student to copy yours during a test or assignment, or you suspect someone has copied your work: see **Academic Misconduct**

You need more time for an assignment: see **Extension**

You are absent on the day an assignment is due: see **Lateness**

You are absent for an assessment: see **Further Assessment Opportunities**

You disagree with the grade the teacher has given: see **Verifying Grades**

You want to appeal a grade or decision: see **Appeals**

You do not reach the desired standard in an assessment: see **Further Assessment Opportunities**

You have difficulty sitting tests or examinations: see **Special Assessment Conditions**

You miss an externally assessed standard (in November / December), or your personal circumstances change and affect your ability to sit / perform well in an externally assessed standard (in November / December): see **Derived Grade Process**

2022 EXAMINATION TIMETABLE

Exams available digitally shown in blue

Date	Time	Level 1	Level 2	Level 3	Scholarship
Mon 7 Nov	9.30 am	Te Reo Rangatira	Physics	Business Studies	Agricultural & Horticultural Science
	2.00 pm	Chinese Chinese (Mandarin)	Media Studies	Dance	Calculus
Tue 8 Nov	9.30 am	Agricultural & Horticultural Science	Art History	Statistics	
	2.00 pm	Geography	Spanish	Te Reo Rangatira Cook Islands Māori	Drama
Wed 9 Nov	9.30 am	Lea Faka-Tonga	Mathematics & Statistics		Biology
	2.00 pm	Music	Accounting	History	French
Thu 10 Nov	9.30 am	Mathematics & Statistics		Making Music Japanese	Classical Studies
	2.00 pm	Korean	Drama	Samoan	Statistics
CANTERBURY ANNIVERSARY DAY (Fri 11 Nov)					
WEEKEND					
Mon 14 Nov	9.30 am	French	Te Reo Māori	Calculus	Samoan
	2.00 pm	Economics	Korean	Agricultural & Horticultural Science Chinese German	
Tue 15 Nov	9.30 am	Science	Social Studies		History
	2.00 pm	Samoan Gagana Sāmoa Spanish	Geography	Accounting	
Wed 16 Nov	9.30 am	Cook Islands Māori Reo Māori Kūki 'Āirani	English		Religious Studies
	2.00 pm	History	Chinese	Biology	German
Thu 17 Nov	9.30 am	English	Lea Faka-Tonga Cook Islands Māori		English
	2.00 pm	Drama	Chemistry	Health	Physics
Fri 18 Nov	9.30 am	Business Studies	History	Chemistry	Te Reo Rangatira
	2.00 pm	Biology	Music	Media Studies	Accounting
WEEKEND					
Mon 21 Nov	9.30 am	Art History Te Reo Māori	Japanese	Latin Social Studies Psychology	Chemistry
	2.00 pm	Classical Studies	Health	Economics	
Tue 22 Nov	9.30 am	Media Studies	Earth & Space Science	Drama Lea Faka-Tonga	Geography
	2.00 pm	Chemistry Chemistry & Biology	Classical Studies		Economics
Wed 23 Nov	9.30 am	Accounting		English	
	2.00 pm	Home Economics	Economics	Korean	Media Studies
Thu 24 Nov	9.30 am	German	Biology	Geography	
	2.00 pm	Dance	Te Reo Rangatira	Physics	
Fri 25 Nov	9.30 am	Physics Physics Earth & Space Science	Home Economics	Classical Studies	Te Reo Māori
	2.00 pm		German	Home Economics	Art History
WEEKEND					
WESTLAND ANNIVERSARY DAY (Mon 28 Nov)					
Tue 29 Nov	9.30 am	Japanese	Latin	Te Reo Māori	
	2.00 pm		French	Spanish	Latin
Wed 30 Nov	9.30 am	Religious Studies	Business Studies	French	Japanese
	2.00 pm	Latin	Agricultural & Horticultural Science		
Thu 1 Dec	9.30 am	Health	Education for Sustainability Samoan	Earth & Space Science	Chinese
	2.00 pm			Music Studies	Spanish
Fri 2 Dec	9:30 am	Social Studies	Dance	Art History	Earth & Space Science